

Quarterly Short APR

***ALL PAGES OF THIS REPORT SHOULD BE SENT TO THE INSTITUTE FOR COMMUNITY ALLIANCES BY THE 20TH OF THE MONTH FOLLOWING THE END OF THE QUARTER.**

The report is called "Quarterly SHORT APR - v27m --> FOR IFA" and can be found in ART by going to the ESG/SAF Reports folder, and then the Monthly Certification Reports folder.

Some of the prompts are already completed, do not change any prompt except the ones outlined below.

Simply answer the following prompts as such. This sample below would be for 2nd quarter 2015.

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1. Select Provider (s): Choose one or more of your projects
2. Enter Start Date: 4/1/2015
3. Enter End Date PLUS 1 day: 7/1/2015
4. Select Entry Type: HUD (if your agency is a RHY provider, may also select RHY)

Enter effective date: 7/1/2015 (should match the report end date prompt)

Is using the Receiving Income Source field part of your workflow for HUD reporting? Yes

Is using the Receiving Benefit field part of your workflow for HUD reporting? Yes

Is using the Disability Determination field part of your workflow for HUD reporting? Yes

Is using Interim Review part of your workflow for HUD reporting? Yes

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Remember, do not change: Provider Groups, EDA Provider or Adult Age

You can download the complete report to your computer by clicking on the printer icon located towards the top left of your screen.

Monthly Certification Report

***THIS REPORT SHOULD BE SENT TO IOWA FINANCE AUTHORITY
WITH YOUR DRAW REQUESTS.**

The report is called “Provider Monthly Entry - TOTALS and Detail_10 1 2015 Upgrade” and can be found in ART by going to the ESG/SAF Reports folder, and then the Monthly Certification Reports folder.

Some of the prompts are already completed, do not change any prompt except the ones outlined below.

Simply answer the following prompts as such. This sample below would be for 2nd quarter 2015.

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Enter Report Start Date: 4/1/2015

Enter End Date + 1 day: 7/1/2015

Provider(s): Choose your projects from the list

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Remember, do not change: EDA Provider. Just leave as -Default Provider-

Once you have the report run and you are viewing the first report on the tab labeled “Data Completion Summary,” click the “Document” drop-down menu and select “Save report to my computer as” and then select PDF.

- If you are careful to select “Save report to my computer....” you will download only the report that you are viewing.
- If you accidentally select “Save to my computer as....” you will download all three reports in the file.

Please also remember that this report will only work with entry dates of 10/1/2015 and after.

If you try to run it for entries from before the new data standards went into effect on 10/1/2015, you may see some nulls.

